

~~SECRET~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Executive Officer/TR

DATE: 31 May 1956

FROM : Chief, Instructional Services Branch/SS/TR

SUBJECT: Weekly Activity Report No. 22
23 - 30 May 1956SIGNIFICANT ITEMS

None

OTHER ACTIVITIES

1. Chief, ISB, has discussed with Chief, LIB/ISB, the library problems involved in the merger of IPM library facilities (now located in the OCR Library Branch, Alcott Hall) with the central OTR library facility. [] C/LIB, will conduct a survey of the existing library facilities and report his findings to C/SS/TR.

2. [] LETS instructor, discussed with C/ISB the reproduction of a set of FE language training slides which would be used in a planned training program in the Fall. A total of approximately 4,000 lantern slides would comprise the complete set. The publication of the second part of the Japanese Ideograph Analysis Manual was also discussed.

3. Research and Bibliography

a. Bibliography on Communism. The typing of the final text is currently being completed by the Clerical Typing Pool.

b. The Clerical Training Staff has requested current pamphlet materials for clerical workers and trainees. The pamphlets would consist of material dealing with the foreign areas and background information on the United States for clerical personnel going overseas.

4. Publications and Reproduction

a. Catalog of Courses. Revisions, June 1956, all catalogs. The proofs for all issues were reviewed and returned to the Printing Services Division/Logistics Office for processing; estimated date of completion is 4 through 11 June.

~~SECRET~~

25
25
JOB NO. BOX NO. FLD NO. DOC. NO. 13 NO CHANGE
IN CLASS/DECLASS/CLASS CHANGED TO RET. JUST. 22
NEXT REV DATE 09 REV DATE 11-17-77 REVIEW TYPE DOC. 02
NO. PGS/6 CREATION DATE 01-11-56 ORG COMP 11 OFF 11 ORG CLASS 5
REV CLASS S REV COCD. AUTH: HR 703

25X1

SECRET

b. Basic Tradecraft Manual, TR IM 2-6. The completed text was hand-carried to PSD/LO for final printing. Estimated date of completion is 15 June.

c. The 28 May issue of the Instructor's Guide to Current References has been received from PSD/LO and the regular distribution has been made.

d. The Reproduction Unit of ISB reproduced, collated and distributed a total of 1,170 copies of 3 original regulatory OTR issuances.

5. Training Aids Completed during the Week

a. The artwork for the revised long-term course schedule for the Catalog of Courses, TR RM 100-1, is in progress; the chart will be ready for review 31 May.

b. Basic School. Completed the production of one special blanket-board TA; and the artwork and design of 4 training charts.

c. Language and Area Training. Design and drafting of one graphic map; the page layout and format design of the Russian Reader is continuing, 75% complete.

d. Completed the design of the "Speaker Index Form," requested by the LIB/Staff/ISB.

e. Intelligence School. Design and artwork of one training chart.

6. Personnel

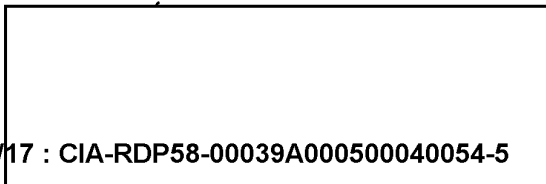


25X1

c. Chief, ISB participated in the following training courses:

24 May: Participated in a Seminar for the USSR Area Survey Course. Subject of discussion: "Soviet Propaganda"

29 May: Presented talks on the "Organization of a Training Support Service" and "Different Forms of Training Aids and the Effective Support of Instruction," for a special briefing conducted by OS/TR



25X1